

## Prevent Paper Waste !



Learn a few simple steps to reduce your paper use. These classes are free and offered during regular work hours (as opposed to your lunch break.). They support the Mayor's goal to reduce paper use by 30%. Open to all City staff.

May 2, SMT Room 1650

10:00 -11:30 am or 12:30 – 2 pm

Excellent EXCEL & Web Wise Printing – How to print what you want and not what you don't want! We'll also review some familiar themes in Groupwise: Archiving, Saving Emails and Attachments.